

Writing: editing checklist

Did I spell all words correctly?

Have I used

- capital letters?
- full stops?
- question marks?
- speech marks

Does it make sense?

Is it interesting?

Does it sound correct when I read it aloud?



When do you need to use a capital letter?

All proper nouns and most proper adjectives begin with a capital letter.

- **Names of people:** Mr Davies, Helen Clark, Spongebob Squarepants, I.
- **Places and countries:** Christchurch, New Zealand, Melbourne.
- **Geographic references:** Mt Tongariro, Waikato River, the Gobi Desert.
- **Buildings:** Government House, Empire State Building, the Taj Mahal.
- **Streets:** Kowhai Drive, Blockhouse Bay Road, Cedar Avenue.
- **Languages and people:** German, Maori, Nuiean.
- **Religions:** Buddhism, Christianity, Judaism.
- **Political parties:** Greens, National, Democrats.
- **Brand names:** Marmite, Nike, Toyota.
- **Titles:** Dr Who, Mrs Brown, President Bush.
- **Days of the week:** Monday, Tuesday, Wednesday.
- **Months of the year:** January, May, April.
- **Historical periods and events:** World War 11, the Stone Age, the Renaissance
- **Initials and acronyms:** James Gordon Downey(J.G. Downey), World Health Organisation (WHO)
- **Beginnings of sentences:** The sun was beating down on the sand.
- **Direct speech within a sentence:** The man asked, "How much further?"

My personal word list



Common homophones

their	The children went back to class to get their sunhats.
there	"Is that you mother over there ?" asked the policeman.
to	Georgia knew she was going to be late for school.
too	Aaron's shoes were too big for him.
two	Mum bought two watermelons for the picnic.



Maori
Days of the week
Rahina
Ratu
Raapa
Rapare
Ramere
Rahoroi
Ratapu

Reference page: useful stuff to know...

MATHS

Fractions matrix

Multiplication table

The more you use it, the more you learn them!

My New Zealand

